

## SCOPE OF DUTIES STATEMENT

### ECONOMIC DEVELOPMENT DIRECTOR

### (EL PASO CONTRACT POSITION)

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#### ***General Purpose:***

Under the direction of the City Manager, provide the leadership to plan, implement and direct economic development goals and objectives for the City of El Paso.

#### ***Typical Duties:***

- Assist new and existing businesses expand to/in the City of El Paso and facilitate capital investment to increase the City's tax base, diversify the economy and develop new job opportunities.
- Negotiate on the City's behalf with high level executives to evaluate and support companies' expansion plans by reviewing and responding to company requests for information. Evaluate project, support financing objectives, conduct economic impact analysis and recommend incentive programs when appropriate to Mayor and Representatives. Provide leadership on all economic development projects.
- Oversee and assign work duties of staff for program and client compliance.
- Knowledge of incentive zones, oversight of tax abatement programs, policies and procedures with close interaction with City Attorney's Office.
- Heavy involvement in City of El Paso's redevelopment goals and objectives.
- Develop economic development working relationships in Juarez, Mexico as well as a working knowledge of the Maquila Industry.
- Partner with other agencies to support trade shows and other marketing events that promote the City of El Paso as a business location.
- Manage development of marketing materials, oversee economic development website and annual update.
- Create and Oversee Research function to collect secondary economic/demographic information, special reports, develop response to RFI's, interact with UTEP's IPED, maintain a centralized database of information about El Paso and the region.
- Plan, design, implement and review department short and long-term goals and priorities and report performance.
- Develop and manage department budget and follow Office of Management & Budget policies and procedures.
- Develop and implement department program policies and procedures.
- Negotiate, agree and contract outside professional services to provide technical assistance on economic development projects as directed and manage contract.
- Represent the City of El Paso in a professional manner at all events and meetings, and develop good working relationships with Mayor and Council, partners in economic development and business and industry leadership.
- Work with other city department heads and act as an economic/demographic information link.
- Manage, participate, authorize or approve the hiring of staff to maintain an organizational structure to effectively accomplish the organization's goals and objectives. Supervise directly and through subordinate supervisors. Appraise employee performance and review evaluations by subordinate supervisors. Provide for training and development. Enforce personnel rules and regulations and work behavior standards firmly and impartially. Counsel, motivate and maintain harmony. As appointing authority to, interview applicants, and hire, terminate, transfer, discipline and assign merit pay or other employee status changes.

***Knowledge, Skills, and Abilities:***

- Application of comprehensive knowledge of business or economic development financing.
- Application of comprehensive knowledge of the principles and practices of urban economic, redevelopment and downtown development including administration and management.
- Application of considerable knowledge of marketing techniques and economic development incentives.
- Application of considerable knowledge of border economics and industrial practices.
- Application of considerable knowledge of budget preparation and standard general and fiscal administration policies and practices.
- Application of considerable knowledge of management and supervisory principles and techniques.
- Establish and maintain effective working relationships with businesses, financial institutions, coworkers, department heads, officials, customers, regulatory agencies and the general public.
- Negotiate or assist in the negotiation between businesses, financial institutions and government agencies and perform cost/benefit analyses.
- Clear, concise oral and written communication to prepare and present comprehensive reports to City management, Mayor and Council, businesses and the general public.

***Other Job Characteristics:***

- Residency within the City of El Paso city limits required by date of employment.
- May work extended hours as an executive reporting to the City Manager.

***Minimum Qualifications:***

Education and Experience: An accredited bachelor's degree in business or public administration, economics or related field, and five (5) years of professional economic development, international commerce, manufacturing or international interstate trade experience, including three (3) years supervisory or program administration experience.

Licenses and Certificates: None.